

**Travel & Expense Management System  
Steering Committee Minutes  
September 19, 2005**

**Attendees:**

Jim Brittain, Mark Johnson, Jamie Langford, Sharon Elias, Denise Doty, Sadie Hawkins, Andrea Brown, Bret Brodersen, Larry Johnson, Denise Tabler, Kent Andrus, Glen Tapanila

**Project Charter:**

The Committee reviewed the Charter and had some selected revisions and corrections.

**Action Item:** Glen will revise the Charter based on the discussion and distribute it to the Committee by September 23.

**Action Item:** The Committee members will provide Glen with any further Charter changes or comments by September 30.

The Committee will be asked to sign the revised Charter at the next Steering Committee meeting.

**Issues & Change Management – Escalation Process:**

The Committee reviewed the proposed Escalation Process (see Attachment #1) for changes and issues and saw no need for any revisions. The Project Team will implement this process.

**Risks:**

The Committee will discuss project risks at each meeting.

**Q & A:**

Question: What type of expenses will the new system cover?

Answer: All types of employee expenses.

Question: What is the time commitment for the Steering Committee members?

Answer: There will be two more Steering Committee meetings during the Feasibility Phase of the project. One will be after the Nov. 22 milestone that will mark the completion of the requirements document and the identification of the viable alternatives. The other will be held after the Jan. 16 milestone for the recommended alternative. These meetings are scheduled as follows:

Nov. 29, 10:30 – 12:00, Point Plaza 1<sup>st</sup> floor conference room

Jan. 24, 10:30 – 12:00, Point Plaza 1<sup>st</sup> floor conference room

Question: What is your vision for interfaces from TEMS to other systems, such as the SAO's Time and Reporting System?

Answer: We will have an opportunity to discuss requirements such as those during the User Group Requirements Workshops (Sept. 23 – Nov. 15). Make sure the User Group member from your agency is aware of any requirements you would like to see added to TEMS.

Question: How will the DSHS accounting transactions coming out of the new system work with cost allocation needs, especially if you are going to be addressing all expense payments?

Answer: See the above answer. We need to identify this in the Requirements Workshop and consider an approach at that time.

Comment: The decisions that are made during the course of the project need to be documented and readily available. When we go back to our staff and tell them how the application or a process is going to work we need to be able to show the thought process that went into the decision to do things that way. This information needs to be easily available.

Response: Good idea. We will capture the logic behind decisions made during the project and make sure it is easily available.

## Attachment #1 (Escalation Process):

### Travel & Expense Management System Escalation Process

